

### THE NEW FITNESS REPORT

The new Fitness Reporting system for the Organization will become effective as of 1 January 1959. The new form will be available in the field and headquarters prior to that time.

The Fitness Report is contained in one page with an attached Instruction Sheet, which eliminates the need for a handbook. The new procedure for submitting annual reports provides for a schedule of due dates which is based on grade levels, replacing the old cycle based on EOD dates. This system results in all individuals in the same grade level being evaluated at the same time.

The form and procedures, which were developed by a task force working under instructions from the Career Council and which had its approval, were sent to sixty selected supervisors in the Organization for review and comment. This test run was very successful and many valuable suggestions were made and have been incorporated in the new form.

Every effort has been made to develop an effective fitness reporting mechanism and it is hoped that this new system will help in producing good personnel evaluation information, which is essential to management in our Organization.

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